

Problem Solving

Action Plan

1. Take a deep breath and get in the NOW.
2. State the situation exactly as it is without exaggeration.
3. Decide on how you'd like it to be, get clarity
4. List all the possible resources available to you
5. Generate at least 3 possible options and evaluate them
6. Choose the best one and take action
7. Evaluate the results and adjust or try another option if necessary